United Nations ST/AI/2004/4

Secretariat

17 December 2004

Administrative instruction amending administrative instruction ST/AI/2000/16

Rental subsidies and deductions

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of clarifying the conditions under which a subsidy may be paid to staff members in respect of agents' fees paid for services rendered in obtaining accommodation, amends as follows administrative instruction ST/AI/2000/16, entitled "Rental subsidies and deductions":

Section 2.4 is replaced by the following:

One-time payment of an agent's fee

2.4 A subsidy may be paid to eligible staff members in respect of a one-time payment fee paid to a licensed real estate agent/broker for services rendered in obtaining accommodation at the duty station when the amount of the fee exceeds the individual threshold amount defined in section 3.1. The amount of the subsidy for such a fee shall be calculated as provided in section 3.9, upon presentation of appropriate documentation by the staff member. A subsidy for the agent's fee shall be paid only once during the period of a staff member's assignment to a duty station.

The present instruction shall enter into force on 1 January 2005.

(*Signed*) Catherine **Bertini**
Under-Secretary-General for Management

04-65549 (E) 221204

United Nations ST/AI/2004/5

Secretariat

22 December 2004

Administrative instruction amending administrative instruction ST/AI/2001/2

Appointments of limited duration

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, amends administrative instruction ST/AI/2001/2, entitled "Appointments of limited duration" as follows:

1. Section 5.4 is replaced by the following:

> 5.4 Subject to the exigencies of service, leave must be taken within the period of the contract. However, if a contract is extended at the same mission or if the staff member is reassigned to another mission or if the staff member receives an appointment of limited duration within one month after the expiration of the previous appointment, accrued leave may be carried over into the next contractual period. A maximum of 30 days of accrued leave may be carried forward beyond 1 April of any year or may be commuted into cash upon separation.

2. To facilitate the transition to the new cycle, which will begin on 1 April 2005, any leave accumulated as of 31 December 2004 may be carried through 31 March 2005.

The present instruction shall enter into force on 1 January 2005.

(*Signed*) Catherine **Bertini**
Under-Secretary-General for Management

04-66089 (E) 221204

United Nations ST/AI/2004/6

Secretariat

22 December 2004

Administrative instruction amending administrative instruction ST/AI/2000/21

Occasional recuperation break

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends administrative instruction ST/AI/2000/21, entitled "Occasional recuperation break", as follows:

(a) Section 1.3 is replaced by the following:

"All internationally recruited staff members who are appointed under the 100, 200 or 300 series of the Staff Rules and staff on mission detail who have obtained international status by virtue of their mission assignment shall be eligible for ORB, provided such eligible staff members serve in the special mission area or in a location designated for that purpose in accordance with section 2."

(b) Section 2.6 is replaced by the following:

"Should a special mission or location cease to be designated for ORB purposes, staff members having served the applicable period of qualifying service as of the effective date of the cessation may take ORB within the following month, as provided in section 3.9. There shall be no prorating of ORB for any shorter period served before the effective date of the cessation."

(c) Section 3.1 is replaced by the following:

"In order to achieve the purpose defined in section 1.1, ORB shall be granted after a period of qualifying service, which shall normally be three months. Should particularly severe hardship conditions prevail in specific locations, the duration of the period of qualifying service may be reduced by the Office of Human Resources Management, after consultation with the substantive department or departments responsible for the mission and coordination with the United Nations funds and programmes."

2. The present instruction shall enter into force on 1 January 2005.

(*Signed*) Catherine **Bertini**
Under-Secretary-General for Management

04-66157 (E) 271204